

STATE OF CALIFORNIA
DEPARTMENT OF FISH AND GAME



QUALIFICATIONS ASSESSMENT EXAMINATION

ENVIRONMENTAL PROGRAM MANAGER I (SUPERVISORY)

TRAINING AND EXPERIENCE QUESTIONNAIRE

DO NOT REMOVE THIS COVER SHEET FROM BOOKLET

TRAINING AND EXPERIENCE QUESTIONNAIRE INFORMATION

Thank you for your interest in employment with the Department of Fish and Game (DFG). The DFG Environmental Program Manager I (Supervisor) examination consists solely of this self-assessment Training and Experience Questionnaire.

The Training and Experience Questionnaire is designed to elicit a range of specific information regarding a candidate's education, knowledge, abilities, experiences, and potential to effectively perform the duties relative to the classification. Please be sure to read these instructions carefully before responding to the questionnaire.

The information you provide in this questionnaire will determine your rank and score on the eligible list.

NOTE: Failure to complete and return the Training and Experience Questionnaire will result in elimination from the examination.

Candidates misrepresenting their knowledge, education, abilities, or experience, will result in adverse consequences, which could include the following:

- removal from the exam process;
- removal from the certification list;
- loss of state employment; and/or,
- loss of the right to compete in any future examinations.

You cannot submit this document electronically. Your completed questionnaire must be postmarked on or before **JUNE 28, 2010. The questionnaire may be hand delivered/mailed to:**

Department of Fish and Game
Human Resources Branch
Examination Unit
Attn: Kelli Johnson
1416 Ninth Street, Room 1217b
Sacramento, CA 95814

If successful in the examination, your name will be placed on the eligibility list(s) for a period of 12 months. During this period, you may apply for openings and be considered for employment opportunities with DFG. Your Training and Experience Questionnaire may be made available to hiring supervisors for review when vacancies occur.

If you have any questions regarding the Environmental Program Manager I (Supervisory) examination, please contact Kelli Johnson at (916) 651-1138.

INSTRUCTIONS TO CANDIDATES

- Please be sure to respond to each question. There are 50 questions included in this exam.
- In responding to each statement you may refer to your work experience (public or private) whether paid or volunteer, formal education, or formal training courses.
- If you need to change any response, clearly cross out the response you would like to change.
- When requested, include brief descriptions of your knowledge and/or experience. If your description is not included, you will not receive a score for that item. Be sure your sentences are legible, clearly written, and understandable.
- Provide your responses on the questionnaire only. Use the space provided. **Do not** attach a resume, additional pages, or other materials. **Do not** write on the back of pages. Attachments will not be evaluated.
- **Do not** alter the form in any way to give yourself additional space. Altered forms or responses will not be evaluated.
- Be sure your envelope has adequate postage.
- Make a photocopy for your records.
- Return your questionnaire by **JUNE 28, 2010**.

FACSIMILES (FAX) WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES

CONDITIONS OF EMPLOYMENT

If you are successful in this examination, your name will be placed on an active employment list and certified to fill vacancies according to the conditions you specify on this form. Please notify the Department of Fish and Game promptly of any change in your address or availability for employment.

NAME: _____

PLEASE FILL IN THE TYPE OF APPOINTMENT YOU WILL ACCEPT:

PERMANENT OR TEMPORARY (A) Full-Time, Part-Time and/or Intermittent

PERMANENT (D) Full-Time Only

PLEASE FILL IN LOCATION(S) IN WHICH YOU ARE WILLING TO WORK:

Please check your choices – You will not be contacted for a job in locations not checked.

(5) ANYWHERE IN THE STATE – If checked, no further selection necessary

ALAMEDA 0100	KINGS 1600	PLACER 3100	SIERRA 4600
AMADOR 0200	LAKE 1700	PLUMAS 3200	SISKIYOU 4700
ALPINE 0300	LASSEN 1800	RIVERSIDE 3300	SOLANO 4800
BUTTE 0400	LOS ANGELES 1900	SACRAMENTO 3400	SONOMA 4900
CALAVERAS 0500	MADERA 2000	SAN BENITO 3600	STANISLAUS 5000
COLUSA 0600	MARIN 2100	SAN BERNARDINO 3600	SUTTER 5100
CONTRA COSTA 0700	MARIPOSA 2200	SAN DIEGO 3700	TEHAMA 5200
DEL NORTE 0800	MENDOCINO 2300	SAN FRANCISCO 3800	TRINITY 5300
EL DORADO 0900	MERCED 2400	SAN JOAQUIN 3900	TULARE 5400
FRESNO 1000	MODOC 2500	SAN LUIS OBISPO 4000	TUOLUMNE 5500
GLENN 1100	MONO 2600	SAN MATEO 4100	VENTURA 5600
HUMBOLDT 1200	MONTEREY 2700	SANTA BARBARA 4200	YOLO 5700
IMPERIAL 1300	NAPA 2800	SANTA CLARA 4300	YUBA 5800
INYO 1400	NEVADA 2900	SANTA CRUZ 4400	
KERN 1500	ORANGE 3000	SHASTA 4500	

**CHANGE OF ADDRESS
IF YOUR ADDRESS HAS CHANGED, PLEASE INDICATE YOUR NEW ADDRESS:**

Address: _____ Home Phone # (____) _____

City: _____ State: _____ Apt #: _____ Zip Code: _____ Work Phone # (____) _____

STATEMENT OF UNDERSTANDING FOR CANDIDATES

Government Code Section 19680 through 19682 requires that all State civil service examinations be confidential and impartial. As a participant, I hereby certify that I will maintain the confidentiality of this examination and that all the statements I make in this application are true. I understand that my responses are subject to verification at any time; and, if I misrepresent myself (education, knowledge, abilities, and experience), this is cause for any applicable adverse consequences (e.g., removal from the exam process; removal from the certification list; loss of state employment; and/or, loss of the right to compete in any future examinations).

I understand that I am fully responsible for reading/comprehending all information and instructions provided in this Training and Experience Questionnaire. Further, I understand that if this questionnaire is not completed correctly, it will not be processed and therefore will result in an automatic disqualification from this examination process.

Please complete the following items after you have read the standards stated above.

CANDIDATE'S SIGNATURE _____

DATE _____

Please provide the name and contact information of two professional references that can verify the self-assessment ratings made in this questionnaire:

Reference 1

Name: _____

Title: _____

Agency: _____

Address: _____

Phone number: _____

Reference 2

Name: _____

Title: _____

Agency: _____

Address: _____

Phone number: _____

QUALIFICATIONS ASSESSMENT EXAMINATION

TRAINING AND EXPERIENCE QUESTIONNAIRE

ENVIRONMENTAL PROGRAM MANAGER I (SUPERVISORY)

This Training and Experience Questionnaire is the examination process for the classification of Environmental Program Manager I (Supervisory). The results of this examination will determine your placement on the hiring list for the Environmental Program Manager I (Supervisory) classification.

The assessment is a self-rating process. In the following pages, you will rate yourself on series of statements comprised of essential tasks, knowledge, and skills required to successfully perform in the Environmental Program Manager I position. The overall assessment consists of four sections:

Section	Content Area	Page
1	Program Management	1
2	Personnel Supervision	19
3	Job-Related Knowledge	24
4	Interpersonal Skills	29

Section 1

Program Management

This section is designed to measure your professional experience working with and/or managing environmental programs. Read each statement on the following pages thoroughly and indicate how each statement applies to you using the scales below each statement. Respond to each statement by marking only one option for both of the two scales provided.

1. Developing innovative solutions to complex environmental management problems either through collaborating with various individuals or independently.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

Please provide an example:

2. Evaluating several competing factors (i.e., biological, political, economic, regulatory, legal) that are part of a complex environmental management problem in order to identify various solutions.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

Please provide an example:

3. Making recommendations regarding complex environmental management problems to executive level management, boards, commissions, etc.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

Please provide an example:

4. Providing strategic guidance across an organization to ensure effective management of environmental programs.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

Please provide an example:

5. Responding to urgent program management needs in a quick and direct manner.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

Please provide an example of an urgent issue to which you have responded:

6. Implementing strategic planning techniques to proactively address potential barriers to effective environmental program performance.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

Please provide an example:

7. Using collaborative problem solving techniques to achieve resolutions to complex regulatory and/or environmental issues.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

Please provide an example:

8. Developing programs in response to State or Federal regulations and/or statutes that affect resources or environmental issues.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

Please provide an example:

9. Developing, as part of a team, a resource protection or management plan (i.e., natural communities, habitat conservation plans, species management plans, program-level environmental documents, recovery plans, forest plans).

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

Please provide a specific example of the type of management plan or document:

10. Identifying individuals, agencies, groups, etc. that may be of assistance in achieving the goals of a program.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

Please provide an example:

11. Managing projects on multiple timelines and of varying levels of complexity to ensure timely, effective completion by due dates.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

Please provide an example:

12. Overseeing multiple projects run by staff members to ensure projects are completed on time and within budget.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

Please provide an example:

13. Developing and/or managing a budget for an assigned area of oversight (i.e., program, project, unit).

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

Please provide an example:

14. Developing a formal budget modification proposal (i.e., BCP) to make changes to an annual budget.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

Please provide an example:

15. Providing review, edits, and/or final approval of scientific and/or environmental reports.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

Please provide an example:

16. Ensuring application of scientific rigor within a program.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

Please provide an example:

17. Providing guidance and direction to staff regarding implementation of management directives/policies/regulations.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

Please provide an example:

18. Oversight of data collection methodologies necessary to inform natural resource management actions.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

Please provide an example:

Section 2

Personnel Supervision

This section is designed to measure your professional experience as a lead worker and/or a supervisor of subordinate staff. Read each statement on the following pages thoroughly and indicate how each statement applies to you using the scales below each statement. Respond to each statement by marking only one option for both of the two scales provided.

19. Delegating work to subordinate staff to ensure efficient operation of a work unit.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

20. Providing the leadership that staff need to accomplish their work and the larger goals and objectives of the unit.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

21. Providing guidance to under-performing staff to assist them in improving their performance level.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

22. Applying progressive discipline principles in a work place setting.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

23. Resolving conflicts between staff members to foster a professional and productive working environment.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

24. Developing work groups of subordinate staff, external stakeholders, nongovernmental organizations, and/or other State or Federal agencies into effective teams.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

25. Establishing project priorities and resources necessary to maximize the productivity and/or effectiveness of a program, project, and/or unit.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

26. Conducting performance appraisals of subordinate staff.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

27. Creating staff development plans (i.e., work plans, Individual Development Plans).

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

28. Fostering a work place environment that adheres to an Equal Employment Opportunity Program.

(make only one rating per scale)

Frequency

- ☐ I have never performed this task.
- ☐ I have rarely performed this task.
- ☐ I have regularly performed this task.
- ☐ I have extensively performed this task.

Type of Experience

- ☐ I have no experience in performing this task.
- ☐ I would be considered a beginner by others in the field and would need close supervision on this task.
- ☐ I could effectively perform this task under normal supervision.
- ☐ I have supervised/instructed others in performing this task and would be considered an expert by others in the field.

Section 3

Job-Related Knowledge

This section is designed to measure your level of knowledge regarding specific environmental legislation, policies, procedures, and scientific practices. Read each statement on the following pages thoroughly and indicate how each statement applies to you using the scale below each statement. Respond to each statement by marking only one option for the scale provided.

29. A working knowledge of the Fish and Game Code, policies adopted by the Fish and Game Commission, and California Code of Regulations Title 14 as they relate to natural resource conservation.

(make only one rating per scale)

- ☐ I possess no or very limited amount of this knowledge.
- ☐ I possess this knowledge, but have not applied it in a job setting.
- ☐ I have applied this knowledge under close supervision.
- ☐ I have applied this knowledge independently.
- ☐ I have applied this knowledge to train or provide consultation to others.

30. A working knowledge of the Public Resources Code, Water Code, Clean Water Act, National Environmental Policy Act, and the Federal Endangered Species Act as they relate to natural resource conservation.

(make only one rating per scale)

- ☐ I possess no or very limited amount of this knowledge.
- ☐ I possess this knowledge, but have not applied it in a job setting.
- ☐ I have applied this knowledge under close supervision.
- ☐ I have applied this knowledge independently.
- ☐ I have applied this knowledge to train or provide consultation to others.

31. A working knowledge of the California Environmental Quality Act.

(make only one rating per scale)

- ☐ I possess no or very limited amount of this knowledge.
- ☐ I possess this knowledge, but have not applied it in a job setting.
- ☐ I have applied this knowledge under close supervision.
- ☐ I have applied this knowledge independently.
- ☐ I have applied this knowledge to train or provide consultation to others.

32. A working knowledge of various land use practices with reference to their general effect on human health and natural resources.

(make only one rating per scale)

- ☐ I possess no or very limited amount of this knowledge.
- ☐ I possess this knowledge, but have not applied it in a job setting.
- ☐ I have applied this knowledge under close supervision.
- ☐ I have applied this knowledge independently.
- ☐ I have applied this knowledge to train or provide consultation to others.

33. A broad understanding of the political and legal issues associated with natural resource management.

(make only one rating per scale)

- ☐ I possess no or very limited amount of this knowledge.
- ☐ I possess this knowledge, but have not applied it in a job setting.
- ☐ I have applied this knowledge under close supervision.
- ☐ I have applied this knowledge independently.
- ☐ I have applied this knowledge to train or provide consultation to others.

34. A working knowledge of public meeting processes (i.e., Bagley-Keene Open Meeting Act, Brown Act).

(make only one rating per scale)

- ☐ I possess no or very limited amount of this knowledge.
- ☐ I possess this knowledge, but have not applied it in a job setting.
- ☐ I have applied this knowledge under close supervision.
- ☐ I have applied this knowledge independently.
- ☐ I have applied this knowledge to train or provide consultation to others.

35. A working knowledge of the principles of ecology, land, water, fish, wildlife, and natural resource conservation and management.

(make only one rating per scale)

- ☐ I possess no or very limited amount of this knowledge.
- ☐ I possess this knowledge, but have not applied it in a job setting.
- ☐ I have applied this knowledge under close supervision.
- ☐ I have applied this knowledge independently.
- ☐ I have applied this knowledge to train or provide consultation to others.

36. A working knowledge of natural resource investigation and scientific research.

(make only one rating per scale)

- ☐ I possess no or very limited amount of this knowledge.
- ☐ I possess this knowledge, but have not applied it in a job setting.
- ☐ I have applied this knowledge under close supervision.
- ☐ I have applied this knowledge independently.
- ☐ I have applied this knowledge to train or provide consultation to others.

37. A working knowledge of the effect of industrial, urban, agricultural, and commercial wastes on fish and wildlife.

(make only one rating per scale)

- ☐ I possess no or very limited amount of this knowledge.
- ☐ I possess this knowledge, but have not applied it in a job setting.
- ☐ I have applied this knowledge under close supervision.
- ☐ I have applied this knowledge independently.
- ☐ I have applied this knowledge to train or provide consultation to others.

38. A working knowledge of the legislative process as it relates to legislative actions resulting in new laws affecting natural resource protection.

(make only one rating per scale)

- ☐ I possess no or very limited amount of this knowledge.
- ☐ I possess this knowledge, but have not applied it in a job setting.
- ☐ I have applied this knowledge under close supervision.
- ☐ I have applied this knowledge independently.
- ☐ I have applied this knowledge to train or provide consultation to others.

39. A working knowledge of the Administrative Procedure Act as it relates to Title 14, or a working knowledge of the regulatory processes of other governmental entities.

(make only one rating per scale)

- ☐ I possess no or very limited amount of this knowledge.
- ☐ I possess this knowledge, but have not applied it in a job setting.
- ☐ I have applied this knowledge under close supervision.
- ☐ I have applied this knowledge independently.
- ☐ I have applied this knowledge to train or provide consultation to others.

40. A working knowledge of the legislative process and its effect on an agency's budgets and obligations.

(make only one rating per scale)

- ☐ I possess no or very limited amount of this knowledge.
- ☐ I possess this knowledge, but have not applied it in a job setting.
- ☐ I have applied this knowledge under close supervision.
- ☐ I have applied this knowledge independently.
- ☐ I have applied this knowledge to train or provide consultation to others.

41. Knowledge of experimental design concepts and analyses necessary to address research questions and ensure validity of conclusions.

(make only one rating per scale)

- ☐ I possess no or very limited amount of this knowledge.
- ☐ I possess this knowledge, but have not applied it in a job setting.
- ☐ I have applied this knowledge under close supervision.
- ☐ I have applied this knowledge independently.
- ☐ I have applied this knowledge to train or provide consultation to others.

Section 4

Interpersonal Skills

This section is designed to measure your level of interpersonal skills. Read each statement on the following pages thoroughly, and indicate how your professional peers would rate you on each statement. Respond to each statement by marking only one option for the scale provided.

42. Communicating with a diverse group of individuals in a professionally appropriate manner, listening and responding as the situation demands.

(make only one rating per scale)

- ☐ Peers would consider me as being low in this skill.
- ☐ Peers would consider me as having this skill, but that I could improve in this area.
- ☐ Peers would consider me as having a normal level of skill in this area.
- ☐ Peers would consider myself as having a high level of skill in this area.

43. Speaking in various public settings (i.e., hearings, legal proceedings, conferences, workshops, board meetings) to explain and interpret environmental program purposes and policies in a clear and accurate manner.

(make only one rating per scale)

- ☐ Peers would consider me as being low in this skill.
- ☐ Peers would consider me as having this skill, but that I could improve in this area.
- ☐ Peers would consider me as having a normal level of skill in this area.
- ☐ Peers would consider myself as having a high level of skill in this area.

44. Communicating to others in a clear and accurate manner the rationale and purpose behind decisions that are made.

(make only one rating per scale)

- ☐ Peers would consider me as being low in this skill.
- ☐ Peers would consider me as having this skill, but that I could improve in this area.
- ☐ Peers would consider me as having a normal level of skill in this area.
- ☐ Peers would consider myself as having a high level of skill in this area.

45. Communicating unpleasant information directly and with professionalism.

(make only one rating per scale)

- ☐ Peers would consider me as being low in this skill.
- ☐ Peers would consider me as having this skill, but that I could improve in this area.
- ☐ Peers would consider me as having a normal level of skill in this area.
- ☐ Peers would consider myself as having a high level of skill in this area.

46. Working with individuals from other natural resource agencies/organizations to create partnerships.

(make only one rating per scale)

- ☐ Peers would consider me as being low in this skill.
- ☐ Peers would consider me as having this skill, but that I could improve in this area.
- ☐ Peers would consider me as having a normal level of skill in this area.
- ☐ Peers would consider myself as having a high level of skill in this area.

47. Maintaining effective working relationships with various stakeholders, local government representatives, non-government organizations, and the media.

(make only one rating per scale)

- ☐ Peers would consider me as being low in this skill.
- ☐ Peers would consider me as having this skill, but that I could improve in this area.
- ☐ Peers would consider me as having a normal level of skill in this area.
- ☐ Peers would consider myself as having a high level of skill in this area.

48. Working as part of a team to ensure tasks are performed cooperatively and differences are resolved in a manner that achieves project goals while maintaining group cohesiveness.

(make only one rating per scale)

- ☐ Peers would consider me as being low in this skill.
- ☐ Peers would consider me as having this skill, but that I could improve in this area.
- ☐ Peers would consider me as having a normal level of skill in this area.
- ☐ Peers would consider myself as having a high level of skill in this area.

49. Interacting with the general public, co-workers, and other personnel in a respectful, cooperative, and tactful manner.

(make only one rating per scale)

- ☐ Peers would consider me as being low in this skill.
- ☐ Peers would consider me as having this skill, but that I could improve in this area.
- ☐ Peers would consider me as having a normal level of skill in this area.
- ☐ Peers would consider myself as having a high level of skill in this area.

50. Recognizing when to use appropriate negotiation techniques in situations where conflicts exist.

(make only one rating per scale)

- ☐ Peers would consider me as being low in this skill.
- ☐ Peers would consider me as having this skill, but that I could improve in this area.
- ☐ Peers would consider me as having a normal level of skill in this area.
- ☐ Peers would consider myself as having a high level of skill in this area.

THIS COMPLETES THE TRAINING AND EXPERIENCE QUESTIONNAIRE